

California Department of Corrections and Rehabilitation – Selection Services Section

SUPPLEMENTAL APPLICATION FOR SUPERVISING LIBRARIAN, C.F.

Thank you for your interest in the above named examination being administered by the California Department of Corrections and Rehabilitation has been accepted. This examination will consist of the attached Supplemental Application questionnaire, which will be used to evaluate your knowledge, experience, education and training as they relate to the Supervising Librarian, C.F. classification. This Supplemental Application is the exam and will account for 100% of your exam score. It is required that you personally complete this Supplemental Application accurately and without assistance. Refer to the instructions below for completing and submitting this Supplemental Application.

You will be evaluated based on your ability to follow directions, read, interpret, and respond appropriately to the questions in this Supplemental Application. Candidates who fail to follow the instructions will be eliminated from this examination.

Do not attach any additional documents to this Supplemental Application or send any forms/documents in advance.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Supplemental Application will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents their experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

HOME PHONE NUMBER: _____ **WORK PHONE NUMBER:** _____

YOUR COMPLETED SUPPLEMENTAL APPLICATION MUST INCLUDE YOUR ORIGINAL SIGNATURE

Mail Completed Supplemental Application to:

California Department of Corrections and
Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001

or

Submit in Person with:

California Department of Corrections and
Rehabilitation
Selection Services Section
1515 “S” Street, Room 522N
Sacramento, CA 95814

NOTE:

- Be sure your envelope has adequate postage if submitting via mail.
- Facsimiles (FAX) will NOT be accepted under any circumstances.

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this question.

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

- ☐ YES
☐ NO

CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT & YOUTH FACILITY LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED. If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers and/or do not reply promptly to the contact, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

☐ (D) Permanent Full-Time ☐ (R) Permanent Part-Time ☐ (K) Limited-Term Full-Time ☐ (A) Any
If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

☐ 5 **ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.**

NOTE: California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."

☐ 7231 **NORTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

- | | |
|--|--|
| <input type="checkbox"/> 0309 Mule Creek State Prison
Ione, Amador County | <input type="checkbox"/> 3417 Richard A. McGee Correctional Training Center , Galt, Sacramento County |
| <input type="checkbox"/> 0802 Pelican Bay State Prison
Crescent City, Del Norte County | <input type="checkbox"/> 3423 CSP, Sacramento
Represa, Sacramento County |
| <input type="checkbox"/> 1802 California Correctional Center
Susanville, Lassen County | <input type="checkbox"/> 3901 Deuel Vocational Institution
Represa, Sacramento County |
| <input type="checkbox"/> 1805 High Desert State Prison
Susanville, Lassen County | <input type="checkbox"/> 4804 California Medical Facility
Vacaville, Solano County |
| <input type="checkbox"/> 2102 CSP, San Quentin
San Quentin, Marin County | <input type="checkbox"/> 4811 CSP, Solano
Vacaville, Solano County |
| <input type="checkbox"/> 3400 Headquarters
Sacramento, Sacramento County | <input type="checkbox"/> 5505 Sierra Conservation Center
Jamestown, Tuolumne County |
| <input type="checkbox"/> 3404 Folsom State Prison
Represa, Sacramento County | |

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 3902 DeWitt Nelson YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3908 O.H. Close YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3917 N.A. Chaderjian YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3907 Northern California YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 0311 Pine Grove Youth Conservation Camp Facility
Pine Grove, Amador County |
| <input type="checkbox"/> 0307 Preston YCF
Ione, Amador County |

☐ 7232 **CENTRAL REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

- | | |
|---|---|
| <input type="checkbox"/> 1015 Pleasant Valley State Prison
Coalinga, Fresno County | <input type="checkbox"/> 2003 Central California Women's Facility
Chowchilla, Madera County |
| <input type="checkbox"/> 1513 Wasco State Prison – Reception Center , Wasco, Kern County | <input type="checkbox"/> 2004 Valley State Prison for Women
Chowchilla, Madera County |
| <input type="checkbox"/> 1514 North Kern State Prison
Delano, Kern County | <input type="checkbox"/> 2701 Correctional Training Facility
Soledad, Monterey County |
| <input type="checkbox"/> 1522 Kern Valley State Prison
Delano, Kern County | <input type="checkbox"/> 2708 Salinas Valley State Prison
Soledad, Monterey County |
| <input type="checkbox"/> 1605 Avenal State Prison
Avenal, Kings County | <input type="checkbox"/> 4005 California Men's Colony
San Luis Obispo, San Luis Obispo County |
| <input type="checkbox"/> 1606 CSP, Corcoran
Corcoran, Kings County | <input type="checkbox"/> 1608 California Substance Abuse Treatment Facility , Corcoran, Kings County |

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 4003 El Paso de Robles YCF
Paso Robles, San Luis Obispo County |
|---|

☐ 7233 **SOUTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

- | | |
|---|---|
| <input type="checkbox"/> 1307 Calipatria State Prison
Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 Chuckawalla Valley State Prison
Blythe, Riverside County |
| <input type="checkbox"/> 1308 Centinela State Prison
Imperial, Imperial County (South) | <input type="checkbox"/> 3329 Ironwood State Prison
Blythe, Riverside County |
| <input type="checkbox"/> 1503 California Correctional Institution
Tehachapi, Kern County | <input type="checkbox"/> 3612 California Institution for Men
Chino, San Bernardino County |
| <input type="checkbox"/> 1995 CSP, Los Angeles
Lancaster, Los Angeles County | <input type="checkbox"/> 3613 California Institution for Women
Corona, San Bernardino County |
| <input type="checkbox"/> 3310 California Rehabilitation Center
Norco, Riverside County | <input type="checkbox"/> 3715 R. J. Donovan Correctional Facility at Rock Mountain , San Diego, San Diego County |

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 3628 Heman G. Stark YCF
Chino, San Bernardino County |
| <input type="checkbox"/> 1967 Southern Youth Correctional Reception Center & Clinic
Norwalk, Los Angeles County |
| <input type="checkbox"/> 5610 Ventura YCF
Camarillo, Ventura County |

Please notify CDCR promptly of any address changes or availability for employment at the following address:

CDCR, Human Resources, Office of Personnel Services, P.O. Box 942883, Sacramento, CA 94283-0001, Attn: Customer Service Center

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Willingness to work in a State correctional facility at various custody/security levels. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Willingness to work in various mental health settings and programs within the institution and to work with inmates/wards, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Willingness to work with inmates/wards, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Willingness to work around peace officers armed with chemical agents and/or weapons. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Willingness to respond to changes in the work unit in a positive, professional manner. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Willingness to promote positive, collaborative, professional working relations among co-workers or other staff. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Willingness to work professionally with individuals from a wide range of cultural backgrounds. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Willingness to work in a team environment to complete assigned work tasks. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Willingness to work alternate work schedules. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Willingness to work weekend work shifts (that is, Saturday and/or Sunday shifts) on an as-needed, regular, or rotating basis. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Willingness to work in various institutional work sites and locations alone or with very little interaction with co-workers and/or others. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Willingness to climb ladders up to heights of approximately 8 feet. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Willingness to work from high tiers (approximately 15 to 60 feet) above the ground. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. Willingness to carry equipment and materials weighing up to 20 pounds to various areas on institution grounds. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. Willingness to wear protective clothing (e.g., vests, hard hats, glasses/goggles/masks, and appropriate footwear, etc.) as required. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. Willingness to comply with annual tuberculosis screening requirements. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18. Willingness to abide by and adhere to the institutional dress code. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. Willingness to comply with departmental training requirements and participate in on-going education specific to your work assignment. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20. Willingness to report dangerous situations/contraband to supervisors and/or custody staff. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21. Willingness to independently supervise inmate/ward library workers. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22. Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.). | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 23. Willingness to actively participate in the audit/peer review process. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24. Willingness to report unethical and/or illegal behavior on the part of departmental staff. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25. Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26. Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

WORK EXPERIENCE

Under "Work Experience," for items #1 - 19, please indicate Frequency: A. If you have performed this task within the last 12 months B. How often you perform this task (Please select one box from "weekly" "monthly" and "annually" column) AND Level of Skill: A. Indicate the level of skill that you have in performing this task (Please select one box from the "level of skill" column)	Frequency				Level of Skill		
	Performed task within last 12 months	Weekly	Monthly	Annually	Have not performed this task	Performed task with direction	Performed task independently without direction
1. Evaluate appropriateness of all library materials/resources (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Oversee the documentation and processing of all issues related to library services (e.g., library materials, court access, electronic delivery systems, legal software, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Oversee collection development needs for the purchasing of materials and/or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Participate in training to keep informed of new developments in library science (new technologies/ideas/methodologies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Oversee library staff training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Oversee staff supervision of library workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Maintain order/security of working areas and work materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Supervise library staff who perform highly complex professional level library work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Answers highly complex and/or difficult questions from library staff and patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Perform necessary administrative duties (e.g., memorandums, presentations, budget tasks, statistical reports, routine visits to libraries, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Facilitate and participate in the hiring process of library staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Oversee complex library programs (e.g., special needs populations, size of library collection, complexity of the electronic delivery systems, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Review and ensure compliance with all applicable policies, and mandates, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Oversee the on-going development of library operational policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Participate in recruitment activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Initiate and/or participate in a disciplinary process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Performs supervisory responsibilities concerning Equal Employment Opportunity, Americans with Disabilities Act, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Evaluate staff performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Provide verbal and written feedback to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE, SKILL, AND ABILITY

Provide specific information and relevant examples regarding knowledge, skills, and/or abilities from your background as requested below. Answer each question carefully and honestly. All information must be accurate, complete and truthful. Please keep in mind that omitted information cannot be assumed when your qualifications are being evaluated. All information is subject to verification. **Your response(s) to the following questions must not exceed the space provided and must be typed.** Do **not** include a resume in lieu of answering the following questions.

1. List the steps you would take to develop a recreation/leisure library collection.

KNOWLEDGE, SKILL, AND ABILITIES

2. Describe how you would handle a library staff member who continues to disregard policies and procedures.

KNOWLEDGE, SKILL, AND EXPERIENCE

3. List library technologies used in circulation, cataloging, research, etc. that could be used to modernize an outdated library.

KNOWLEDGE, SKILL, AND ABILITIES

4. Describe the steps you would follow to set up, implement and monitor a school-wide or institution-wide Literacy Program for up to 1,500 library patrons.

KNOWLEDGE, SKILL, AND ABILITIES

5. As the supervisor at an institution library, you have two new staff reporting to work. Describe how you would ensure the new staff are properly prepared to work in the library.

KNOWLEDGE, SKILL, AND ABILITIES

6. As the supervisor, you are notified that an annual employee evaluation must be completed for a staff member that you have only supervised for the past six months. List the steps you would take to obtain information needed to complete the evaluation.

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any registration that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination but are for the hiring authority's information.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- ☐ Newspaper/Magazine Advertisement
- ☐ Internet
- ☐ California Department of Corrections and Rehabilitation employee
- ☐ Recruitment Mailing
- ☐ College/School
- ☐ Job Fair/Career Fair
- ☐ Other: _____

THIS COMPLETES THE SUPPLEMENTAL APPLICATION
SEE COVER PAGE FOR PROPER RETURNING AND MAILING PROCEDURES